

Business Update

Avoid penalties! Submit accurate and complete reports

You must report all of the following details about each of your employees every quarter.

- **Name.** Include first and last names.
- **Social Security number.** Do not substitute a person's Tax Identification Number (nine-digit number beginning with eight or nine) for his or her Social Security number.
- **Gross wages.** This is the total amount the person earned, before taxes.
- **Number of hours worked.** Always round up to the next whole hour.

If you repeatedly submit incorrect or incomplete reports, you will have to pay a penalty ranging from \$75 to \$250. Reporting incorrect or incomplete information may result in higher taxes for you in the future and your workers may not receive the correct amount of unemployment benefits if they lose their jobs.

Verifying Social Security numbers

If you want to verify that your employees' Social Security numbers are correct, you can do so online.

- First, you must register with the Social Security Administration at www.socialsecurity.gov/bsowelcome.htm.
- Then, log into www.socialsecurity.gov/employer/ssnv.htm to verify the person's name and number match.

Note: This voluntary service is not required by the Employment Security Department.

New form to report changes in owners and officers

If you receive paper tax forms, the packet includes a new form located on the back of the Business Change Form. Use this new form to report any changes in your business' owners or officers. If you do not have any changes, leave the form blank.

If you file your taxes electronically and need to report a change, you can find the new form online. The *Amended Tax and Wage Report* that was previously included in your packet is now available online.

Both forms are under **Forms and Publications** in the **Unemployment Taxes** section of our Web site at www.esd.wa.gov. The forms also are available at your district tax office.

Please share this with:

- ☐ Owner
- ☐ Accountant/Bookkeeper
- ☐ Business Associate
- ☐ HRM Manager
- ☐ Office Manager
- ☐ Other _____

March 2008

Contact us

District tax offices

Staff at your local office can answer most of your tax questions, including specific questions about your account. For addresses and e-mail information, visit www.dto.go2ui.com.

Bellevue	425-649-4388
Bellingham	360-676-2070
Lynnwood	425-774-2380
Seattle North	206-706-3801
South Sound*	253-593-7380
Spokane	509-532-3090
Tri-Cities	509-735-0939
Vancouver	360-735-5050
Wenatchee	509-662-0448
Yakima	509-574-0137
Native American tribes	360-902-9623

Out-of-state employers
360-902-9620

* Serves Grays Harbor, South King, Kitsap, Lewis, Mason, Pacific, Pierce and Thurston counties.

File and pay your taxes electronically.
Learn more online at efile.go2ui.com

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Tax tip: Update your tax rate for 2008

Don't forget to use your 2008 tax rate for your tax report this quarter. If you do not know your new rate, check the tax-rate notice we sent you in December 2007. If you can't find your notice, please call 360-902-9670, or get automated information at 888-833-6388.

Get a tax break for hiring new workers

Businesses that hire hard-to-place job seekers may qualify for large tax breaks from the federal government.

The Work Opportunity Tax Credit provides up to \$2,400 in tax savings per worker when you hire qualified veterans, disabled individuals, ex-inmates, high-risk teens and young adults, food-stamp recipients and those who receive Supplemental Security Income. Additionally, you could save up to \$9,000 per person over two years if you hire long-term welfare recipients.

In 2007, Washington employers saved an estimated \$40 million in federal taxes through the Work Opportunity Tax Credit program.

To learn more, visit the "Hire an Employee" section of our Web site at www.esd.wa.gov, visit your local WorkSource or call 800-669-9271.

Local workshops

Attend a local workshop to learn more about unemployment taxes and state services, such as tax requirements for various types of businesses, how to report and pay state taxes properly, requirements for reporting new employees and the services that are available through WorkSource.

Date	Topic	City	Contact
April 4	Electronic filing	Yakima	509-574-0137
April 11	General tax information	Spokane	509-532-3130
April 11	Electronic filing	Yakima	509-574-0137
April 24	General tax information	Kennewick	509-735-0939
June 19	General tax information	Walla Walla	509-735-0939
June 26	General tax information	Kennewick	509-735-0939



Benefits information

Call for information about benefit payments to your workers.
Phone – 877-504-5607

Report fraud

Let us know if you suspect that a business is not paying its unemployment taxes properly or if a person is collecting benefits to which he or she is not entitled.
Phone – 866-266-1987
E-mail for employer fraud – undergroundeconomy@esd.wa.gov

Technical support for Internet tax filers

Phone – 800-565-4660
E-mail – uifsupport@esd.wa.gov

Order tax forms

Phone – 360-902-0916
E-mail – taxforms@esd.wa.gov

Get your tax forms certified

If you have elected to create your own tax forms, you will have to pay a penalty if you use the forms before we certify them.
Phone – 360-902-0902



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